

*Office Memorandum*UNITED STATES GOVERNMENT
CONFIDENTIAL

TO : Chief, Plans & Policy Staff/TR

DATE: 16 November 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report # 46

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JOB NO. _____ ECH NO. _____ EID NO. _____ DOC. NO. 8 NO CHANGE
IN CLASS _____ IN CLASS _____ IN CLASS _____ TO: IS S (C) RET. JUST 22
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REV CLASS C REV COORD. _____ AUTH: HR 700

I. SIGNIFICANT ITEMS - None
II. OTHER ITEMS

A. DDP ROTATION MEETING. On 15 November the Personnel Section has again met with members of the DDP Clandestine Career Service Panel to expedite release of qualified Operational Officers for OTR Instructor assignment. Personnel Section has supplied interested parties with complete, up-to-date OTR vacancy requirements.

B. MILITARY TABLE OF ORGANIZATION. [] has met with Chief/OS and is making arrangements to effect transfer of certain unneeded vacant military positions in Headquarters T/O to the [] Table of Organization. This transfer will not effect total ceiling figures.

C. [] The Operating and Profit and Loss Statements for the period 31 March through 30 September 1955 were completed by TAS for signature and approval prior to submission to the Proprietary Accounts Branch/Finance Division.

D. ANNUAL OTR MEETING. A committee from the Administrative and Instructional Services Branches met to develop plans for the annual meeting to be held on 22 December 1955. The plans will be submitted to the DTR for approval when completed.

E. REGISTRAR ACTIVITIES.

1. A report for DC/OS/OTR was prepared this week which included the number of times courses in [] have been given between October 1954 and October 1955. The report also included the number of students trained in each subject and tutorial training given for the period.

2. The OTR Monthly Report of Trainees for October was disseminated 10 November 1955.

3. The deadline for the Registrar's Office portion of the OTR - 5-year report has been set for 1 December 1955.

F. [] Project [] resumed operations on 14 November 1955. Weekly report of the utilization of [] for the period 9 through 15 November 1955 is attached.

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Special transportation was arranged from [] on 24 and 25 October, and on 1, 2, 4, 7, 8, 9, and 10 November while the regular [] vehicle was out of operation. 26 persons with baggage and the regular mail and supplies were transported.

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III. PERSONNEL ITEMS.

A. [] reported back to duty on 14 November 1955 after a short illness.

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B. Pregnancy is running rampant within our ranks. On this day we have counted eleven women-with-child in the Office of Training. While this will not result in over-population within the Metropolitan Area, it may play hob with the OTR personnel ceiling because we must fill the positions left vacant by women on LWOP. The majority of these women plan to return to work, which will cause a surplus of employees unless taken care of by attrition.

Only two solutions come to mind: (1) A complete stoppage of this sort of thing. (2) An assurance that we will have eleven pregnant women on board at all times.

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